

User Services

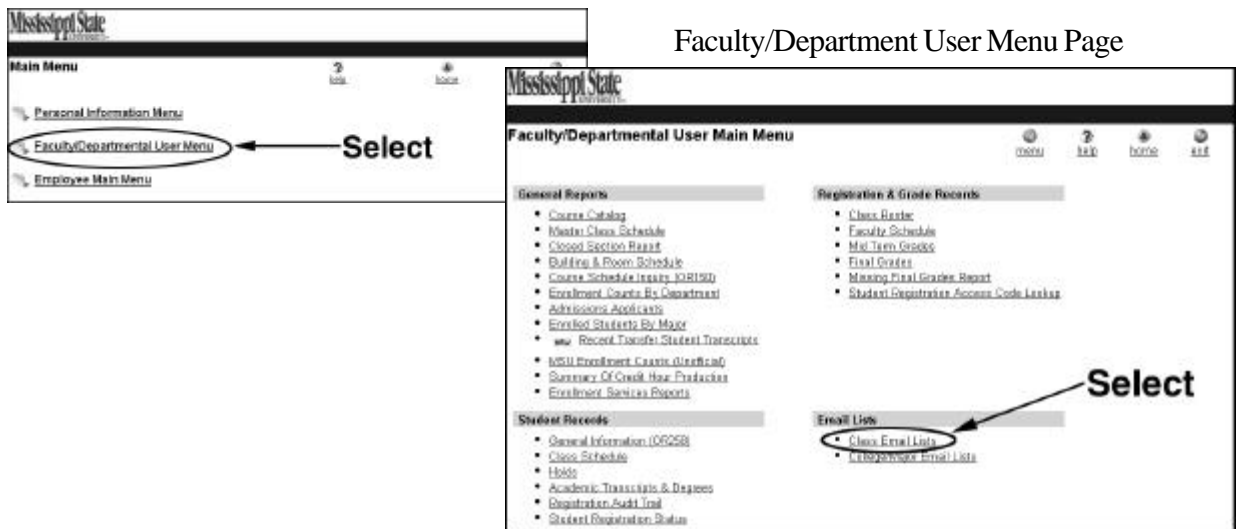
July 2003

Creating an Automatic Email List for Your Class

Using Banner Web, faculty can automatically create a class email list for each active class taught. Email lists are linked to a specific class and term. Therefore, a new list must be created each semester. The automated email lists allows an instructor to send mass email to every student enrolled in a specific class. Once activated, the class email will be ready for use in approximately 24 hours. Follow the steps in this handout to create your class email list.

Note: Class email lists use the students official MSU email address (netid@msstate.edu) to send emails. Students can choose to use the netid@msstate.edu address or forward this to another email address. MSU prefers students use their netid@msstate.edu and not forward their email to another address.

- Once you have logged into Banner Web, select **Faculty/Departmental User Menu**. On the **Faculty/Departmental User Menu** page, find the **Email List** section in the lower right corner. Select **Class Email Lists**.



- Choose the current **Term** and appropriate **Campus** using the drop-down lists. Click **Submit Query** to continue.

Term: Click to Select Choices
 Campus: Click to Select Choices

Note: Departmental users will be required to enter a Faculty ID at Step #2.

Creating an Email List for Your Class

- A listing of current courses will appear. To create a new email list for a class, click **Create Email List** in the row corresponding to your chosen class.

Fall Semester 2001							
Campus - Starkville							
Instructor		John Doe					
Instructor ID		123xxxxxx					
CRN	Subject	Course	SC	Course Title	Enroll	Email List Name	Default
31440	CS	8000	07	Research / Thesis	1	Create Email List	<input type="checkbox"/>
31460	CS	8080	07	Directed Project Cs	4	Create Email List	<input type="checkbox"/>
31471	CS	8243	01	Softwr Specification	18	Create Email List	<input type="checkbox"/>
31480	CS	9000	07	Research / Diss	1	Create Email List	<input type="checkbox"/>

Select Class →

- Enter your email address in the **List Manager:** text box. Check **Post** so that you can send mail to your list; check **Receive** to receive any mail sent to this list. Caution: Confirm that your email address is entered correctly at this time!

The **Others** section is for you to add up to three **Others** that can aid you in managing this list such as a Teaching Assistant. Also, if you will be posting messages to your class list from another email address, you need to enter your second email address in the **Others** section. Be sure to set their Post and Receive options as appropriate. Confirm that the email addresses in the Others section are entered correctly.

If you want your students to send messages to this list, be sure to check that option. Check **default values** if you want to retain your choices in the creation of email lists for other available classes. Click **Create List** to continue.

Email List Name : cs8243-01 fall2001@courses.msstate.edu

Email Address		Post	Receive
* List Manager : johndoe@ra.msstate.edu Enter Email Here	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select Options
Others : teacherassistant@msstate.edu Enter Others Email Here	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Check this Box if you want Students to be able to Post to the list: **Student Option**

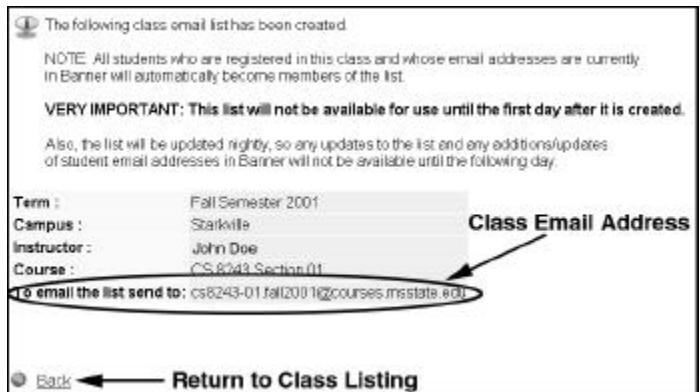
Check this Box to set these as your default values: **Default Values**

Creating an Email List for Your Class

5. On the next screen, you should receive a message similar to the following that confirms your class email list creation and the class email address. The email list address will follow the format:

course#-section.semester@courses.msstate.edu

Note that split-level courses use two email lists — one for undergraduate and one for graduate (individually created). Click **Back** to return to your class listing.



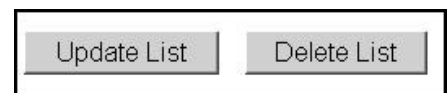
6. To review a list of your active students, click the CRN number corresponding to the row of your new email list. Remind students that emails are sent to their netid@msstate.edu address and it is their responsibility to activate their official student email address.

Fall Semester 2001						
Campus - Starkville						
Instructor		John Doe				
Instructor ID		123xxxxxx				
CRN	Subject	Course	SC	Course Title	Enroll	Email List Name
31440	CS	8000	07	Research / Thesis	1	Create Email List
31460	CS	8080	07	Directed Project Cs	4	Create Email List
31471	CS	8243	01	Softwr Specification	18	cs8243-01.fall2001@courses.msstate.edu
31490	CS	9000	07	Research / Dis	1	Create Email List

Select To View List of Students

Fall Semester 2001				
Campus - Starkville				
Instructor		John Doe		
Instructor ID		123xxxxxx		
Course		CS 8243 Section		
NetID	ID	Name	Email Address	Invalid Email
jad123	456xxxxxx	Doe, Jack A.	jad123@msstate.edu	
jad124	789xxxxxx	Doe, Jane A.	jad1234@msstate.edu	
jad125	101xxxxxx	Doe, Josh A.	jad125@msstate.edu	

7. You may edit or change your class email list options (or remove the list altogether) by repeating steps 1 and 2 in this handout, then choosing the email address you wish to modify. Once you have made your changes, choose either **Update List** or **Delete List**.



8. If finished with your session, be sure to select **Exit** to logout of Banner Web.

Contact Information:

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